

18 November 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 90-53

SUBJECT: Red Cross Blood Donor Campaign

1. The Personnel Office has been scheduled to participate in the Red Cross Blood Donor Campaign on 18 November 1953. In view of the importance of this program both as a continuing peace-time need and a preparative measure for civil defense or other emergencies, it is desired that all Division and Staff Chiefs make it possible for all members of their staffs to participate by employing a liberal policy in permitting absences for this purpose.
2. Busses will transport Personnel Office members from the front door of Curie Hall to the Red Cross Donor Center downtown and return. The period of absence should average an hour or an hour and a half and annual leave will not be charged for such absences.
3. A member of each Division or Staff will be designated by the staff or division chief to prepare lists of donors. Volunteers will be notified prior to 18 November of the time at which their donation has been scheduled.

  
Acting Personnel Director

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DISTRIBUTION: All Personnel Office Employees

*Received  
OPM 5:1302  
26 Feb 54*